

14 Appendix D — Reference Worksheet

Reference Worksheet

VENDOR REFERENCE

Vendor: _____

Reference Name: _____

Contact Person 1: _____

Contact 1 Phone #: _____ Fax #: _____

E-mail address: _____

Contact Person 2: _____

Contact 2 Phone #: _____ Fax #: _____

E-mail Address: _____

Type of Business: _____

Number of Employees at Reference Business: _____

Number of different business locations supported: _____

Original Amount of the Contract: _____

Total Dollar Amount of Change Orders: _____

Number of claims and/or disputes by either party: _____

Identify any subcontractors who performed 20% or more of contracted work: _____

Products Used By Reference	Date Purchased
_____	_____
_____	_____
_____	_____
_____	_____